

**ARTICLE XVIII: PROFESSIONAL DEVELOPMENT PROGRAMS**

The College District and the Association agree in concept to the following Educational Incentive Program:

**18.1 Educational Incentive Program**

The Educational Incentive Program shall equate to a maximum of three (3) one-salary range differential increases on the Bargaining Unit Member(s) Salary Schedule for each Bargaining Unit Member who completes the requirements of the Educational Incentive Program.

Definition of an increase under the Educational Incentive Program:

- The first educational incentive increase is the difference between the employee’s current base salary range and step, and the next higher range and same step.
- The second educational increase is the difference between the employee’s current base salary range and step, and the next two (2) higher ranges and same step.
- The third educational increase is the difference between the employee’s current base salary range and step, and the next three (3) higher ranges and same step.

**EXAMPLE**

**Administrative Secretary II: Range 20, Step 3**

<b>Base Salary Range 20</b>	<b>Incentive</b>	<b>Incentive Amount</b>	<b>Total</b>
\$51,697.50	First	\$1,291.81	\$ 52,989.31
\$51,697.50	Second	\$2,633.78 = ( \$1,291.81 + \$1,341.97)	\$ 54,331.28
\$51,697.50	Third	\$3,975.76 = (\$1,291.81 + \$1,341.97 + \$1,341.98)	\$ 55,673.26
<i>Example is based on Salary Schedule approved on 4/9/19</i>			

**18.1.1 Requirements of the Education Incentive Program**

To fulfill the requirements of the Educational Incentive Program, a Bargaining Unit Member has the following options:

1. Complete the equivalent of twelve (12) semester units of college course work, or
2. Participate in pre-approved activities for which units are not granted. A Bargaining Unit Member shall be granted one (1) unit of course work equivalency for each sixteen (16) hours of approved activities.

**18.1.2 Credit Earning Activities**

Activities for which credit may be granted include, but need not be limited to, college course work, workshops, conferences, seminars, college-sponsored in-service programs, and coursework in or activities related to emotional intelligence, cultural competence, and/or organizational leadership.

**18.1.3 Prior Approval Required**

To receive credit for participation in any educational incentive activity, the Bargaining Unit Member must receive prior approval from their immediate supervisor and the cognizant area Vice President. Educational incentive request forms shall be processed within a reasonable amount of time.

18.1.4 **Appeal to Classified Employer/Employee Relations Committee**

If the Director of Human Resources determines that the Bargaining Unit Member's proposed program is not job related, the Bargaining Unit Member may appeal this decision to the classified Employer/Employee Relations Committee (EERC). The full Committee membership shall consider the appeal and by a majority vote of the entire Committee, may overturn the decision of the Director of Human Resources.

18.1.5 The classified Employer/Employee Relations Committee shall determine the timelines and application procedures to be used for the Educational Incentive Program annually.

18.1.6 The classified Employer/Employee Relations Committee shall define the term "job related," and shall recommend its definition to the College District and the Bargaining Unit annually.

18.1.7 Credit may be granted to a Bargaining Unit Member who attends an in-service program during the Bargaining Unit Member's assigned work hours. The Bargaining Unit Member's immediate supervisor may adjust the Bargaining Unit Member's work hours to permit attendance at approved activities.

18.1.8 No credit shall be granted for attendance at activities for which the Bargaining Unit Member receives reimbursement from the College District.

18.2 **Credit Criteria for the First and Second Educational Incentives**

For the first two incentive increases on the salary schedule, credit under the Educational Incentive Program shall be granted only for activities which are job related, as determined by the Director of Human Resources, for the first two one-range increases on the salary schedule. Credit shall be granted for activities which are job related or necessary to receive a degree for the third one-range increase on the salary schedule. The decision of the Director of Human Resources regarding whether or not the proposed program is job related shall not be grievable under the provisions of this Agreement.

18.3 **Credit Criteria for the Third Educational Incentive**

Credit shall be granted for activities which are job related or necessary to receive a degree for the third incentive increase on the salary schedule. The decision of the Director of Human Resources regarding whether or not the proposed program is job related shall not be grievable under the provisions of this Agreement.

18.4 **Salary Advancement Process**

Employees who complete educational incentive 1, 2, or 3, must complete a request for salary advancement form and submit to Human Resources. The College District shall respond confirming receipt and has forty-five (45) working days to process a completed advancement form. Incomplete forms will be returned to the submitter and the timeline will restart when resubmitted.

## 18.5 **Professional Growth Program**

The College District shall annually allocate the sum of five-thousand dollars (\$5,000.00) for tuition, course fee, and required textbook cost reimbursement to Bargaining Unit Members who complete courses at accredited colleges. The following provisions shall apply when a Bargaining Unit Member requests reimbursement:

- 18.5.1 All courses shall be taken outside of the Bargaining Unit Member's assigned work hours. However, if the desired class is not offered outside of the Unit Member's assigned work hours, the supervisor may approve the Bargaining Unit Member taking that class during their assigned work hours.
- 18.5.2 The Bargaining Unit Member shall apply for reimbursement on a form developed and adopted by the Employer/Employee Relations Committee (EERC).
- 18.5.3 Reimbursement may be received for only those courses which meet the criteria established for credit under the Educational Incentive Program.
- 18.5.4 Any one (1) Bargaining Unit Member may be granted up to three-hundred dollars (\$300.00) in one (1) year, and a total of eight-hundred dollars (\$800.00) over a three (3) year period.
- 18.5.5 Any course for which tuition reimbursement has been granted shall not be eligible to be used by the employee for credit for salary advancement under the Educational Incentive Program.
- 18.5.6 The Employer/Employee Relations Committee shall review, prioritize and approve all tuition reimbursement requests. The decision of the Employer/Employee Relations Committee shall not be grievable.
- 18.5.7 Tuition reimbursement funds will be paid at the time the Bargaining Unit Member verifies to the Human Resources Office that the course has been successfully completed. Successful completion shall be defined as receiving a letter grade of 'C' or better. At the same time, course syllabus(i) shall be submitted as verification that the purchased textbooks were required, along with receipts.

18.6 The College District and CSEA agree annually to discuss professional development needs and requirements in accordance with AB2558.

## 18.7 **Doctoral Degree Stipend**

Any Bargaining Unit Member who completes a Doctoral degree shall receive a salary advancement stipend equal to, but not to exceed, those advancements which are available to academic bargaining unit employees.